

RCTB RICHLAND COUNTY TRANSIT BOARD

19 N. Main St. Mansfield, Ohio 44902 419-774-5684 fax 419-774-5685

MINUTES OF the March 10, 2021 RCTB Board meeting.

PRESENT (all via Zoom):

Board: Val Ashcraft, Aurelio Diaz, Clint Knight, Carl Neutzling, Ed Pickens, Maura Siegenthaler & Leona Smith;

RCRPC staff: Dave Gentile Nick Leturgey, Jotika Shetty & Jean Taddie

First Transit: Tara Burchett, Chris Terry & Cristin Tolen

A. Call to Order

Chairman Clint Knight called the meeting to order at 8:01 a.m.

B. Recommended Actions

1. Routine Matters – CONSENT AGENDA

The Bills to Pay, Minutes from the February 10, 2021 meeting, February TMR and RCTB financial reports, GM and ridership reports, status of grant programs, and an advertising update were provided in advance for review.

Ed Pickens made a motion to approve the consent agenda. Val Ashcraft seconded the motion. With no further discussion, the motion carried.

C. OLD BUSINESS

A bus advertising update was provided in advance and reviewed. The Advertising Strategy Committee discussed the advertising billing procedure and whether to handle the billing for the entire package (including ad design and install) in house. Possible outreach strategies include sending letters to prior and/or potential advertisers, selectively placing ads, and using social media.

Maura Siegenthaler made a motion for all advertising billing to go through RCTB, to include separate tracking of non FTA eligible expenses. Ed Pickens seconded the motion. With no further discussion, the motion carried.

Next, the board discussed possible board committees. Clint Knight proposed a Workforce Transportation committee, possibly starting in April or May. Maura expressed interest in being on the committee, the formation of which was left for a future meeting.

GM Chris Terry reported that the public part of DoubleMap continues to work fine, but that the data reporting function is still not working correctly. Bus 206 is one of the last to fix before they start running dual logs to see how accurately DM is tracking mileage, passengers, etc.

Chris Terry discussed the Transit Center reopening plans for when Richland County is ranked as Orange or Yellow by Ohio's county Covid ranking map. Safety provisions include: mask enforcement, touchless hand sanitizers, a 30 minute maximum wait time, and floor marking and seating reductions for social distancing.

Jean Taddie shared her community outreach efforts to document a need for vaccine rides. At this point, the mass clinics had not been set up and the vaccine centers have few doses to distribute, so demand for rides has not been large. However more doses will be forthcoming, which could increase the need for transportation.

Jean Taddie discussed the ODOT Ohio Transit Partnership Program (OTP2) grant proposals that were submitted as Letters of Intent (LOI). Tier I proposals for capital include: radios for the fleet, parking lot repairs and painting at the bus garage, and matching funds for replacing 3 more cutaway buses. A Tier II request was for consultants to lead the development of a Transit Development Plan (TDP), which has not had a fresh update for more than 10 years. The TDP proposal includes a plan to reach out to transit agencies in surrounding counties to look at regional opportunities. This regional approach, which ODOT encourages, could also be helpful for the proposed RCTB workforce committee. Our Letters of Intent were accepted by ODOT, and we are invited to submit full grant applications for these competitive OTP2 funds. The apps are due April 30,

D. **NEW BUSINESS**

GM Chris Terry discussed the request that was previously forwarded via email to replace a high pressure pump on Bus 22. Eddlebutt's submitted an estimate of \$5455.15. Great Lakes was also asked for an estimate, but they said they were too busy to even look at it. Bus 22 is a 2010 model, but it has been reliable and is one we would like to keep.

Leona Smith made a motion to approve the major repair on Bus 22. Ed Pickens seconded the motion. With no further discussion, the motion carried.

Chris Terry presented the request for to upgrade the Ron Turley Associates, Inc (RTA) fleet management software, which was provided in advance. The current platform uses a Microsoft operating system that will no longer be supported by Microsoft. RTA offered two options: 1.) a cloud-based Service as a Software (SaaS) option where RTA hosts and maintains the software and we would pay an annual lease of \$2,400, or 2.) the on-premises SQL option where we would need to purchase Microsoft SQL server and new RTA licenses (\$3,350), plus pay \$1,450 annual maintenance fees. Option 1 was recommended by RTA and Chris.

Aurelio Diaz made a motion to approve the request for Service as a Software option. Ed Pickens seconded the motion. With no further discussion, the motion carried.

A spreadsheet listing the operating and office equipment that was sold or disposed in 2020 was provided in advance. Jean Taddie reviewed the disposed assets and their related depreciation that need to be removed from the RCTB balance sheet.

Leona Smith made a motion to approve the removal of the assets and depreciation of disposed assets from the RCTB balance sheet. Val Ashcraft seconded the motion. With no further discussion, the motion carried.

A request from Kingwood Center to provide shuttle transportation to and from their parking lots for their Pumpkin Glow was provided in advance and discussed. We provided this service in 2018 and 2017, providing 1,447 and 1,707 passenger trips respectively. Kingwood paid us \$1 per passenger trip. This was popular for the community and staff, and it offers an opportunity to connect with new riders. Chris will follow up with Kingwood to see how many weekends, whether they are willing to pay the same rate, etc.

Jean Taddie reviewed the FTA triennial review meeting schedule that was provided in advance. Three days of pre-review meetings will be held March 29-31, with the official review date on April 15.

Jean Taddie discussed the request for Google Transit authorization, but had not yet received the document that needs to be authorized. The system integrates transit services into Google Maps' route planning app. Questions posed include: who owns the data, can we withdraw at a later date, how does the system handle route deviations or other route modifications? The issue will be reviewed next month.

The Bridgestone tire lease contract that covers our Gillig buses was provided in advance and discussed. Jean Taddie noted that year 4 of the contract is up at the end of March, and we have the option to extend for one last year. A new RFP will be required after this year, which will be started in the fall.

Carl Neutzling made a motion to approve the option to extend the Bridgestone lease contract for the 5th and final year, expiring March 2022. Ed Pickens seconded the motion. With no further discussion, the motion carried.

C. EXECUTIVE SESSION (IF NECESSARY)

There was no executive session.

D. OTHERS FROM THE FLOOR

There was no other business from the floor.

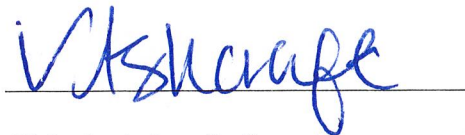
E. ADJOURN

There being no further business, Val Ashcraft made a motion to adjourn. Leona Smith seconded the motion. With no further discussion, the motion carried.

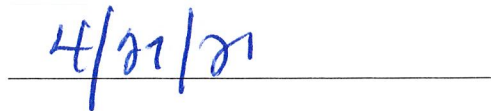
The meeting adjourned at 9:29 a.m.

NEXT MEETING

The next regular monthly meeting is scheduled for Wednesday, April 14, at 8:00 a.m.



Valeria Ashcraft, Secretary



Date

The undersigned duly qualified and acting chairman of the Richland County Transit Board certifies that the foregoing is a true and correct copy of the minutes, approved at a legally convened meeting of the Board, of the meeting held on February 10, 2021.



Clint Knight, Chairman



Date